

United States District Court for the
Eastern District of Kentucky presents:

ECF – “Electronic Case Filing” New Case Filings

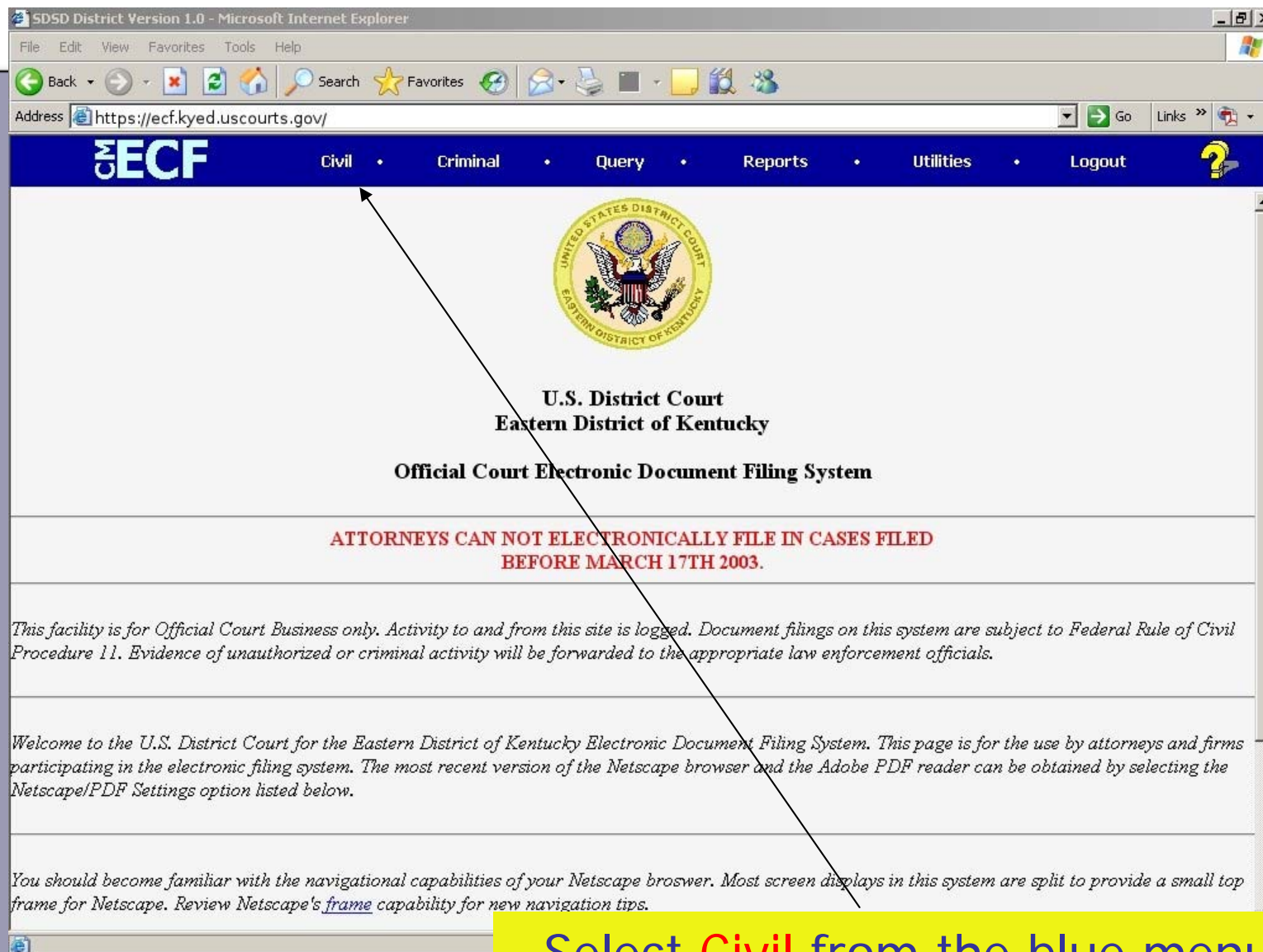
**How to electronically file a
complaint**



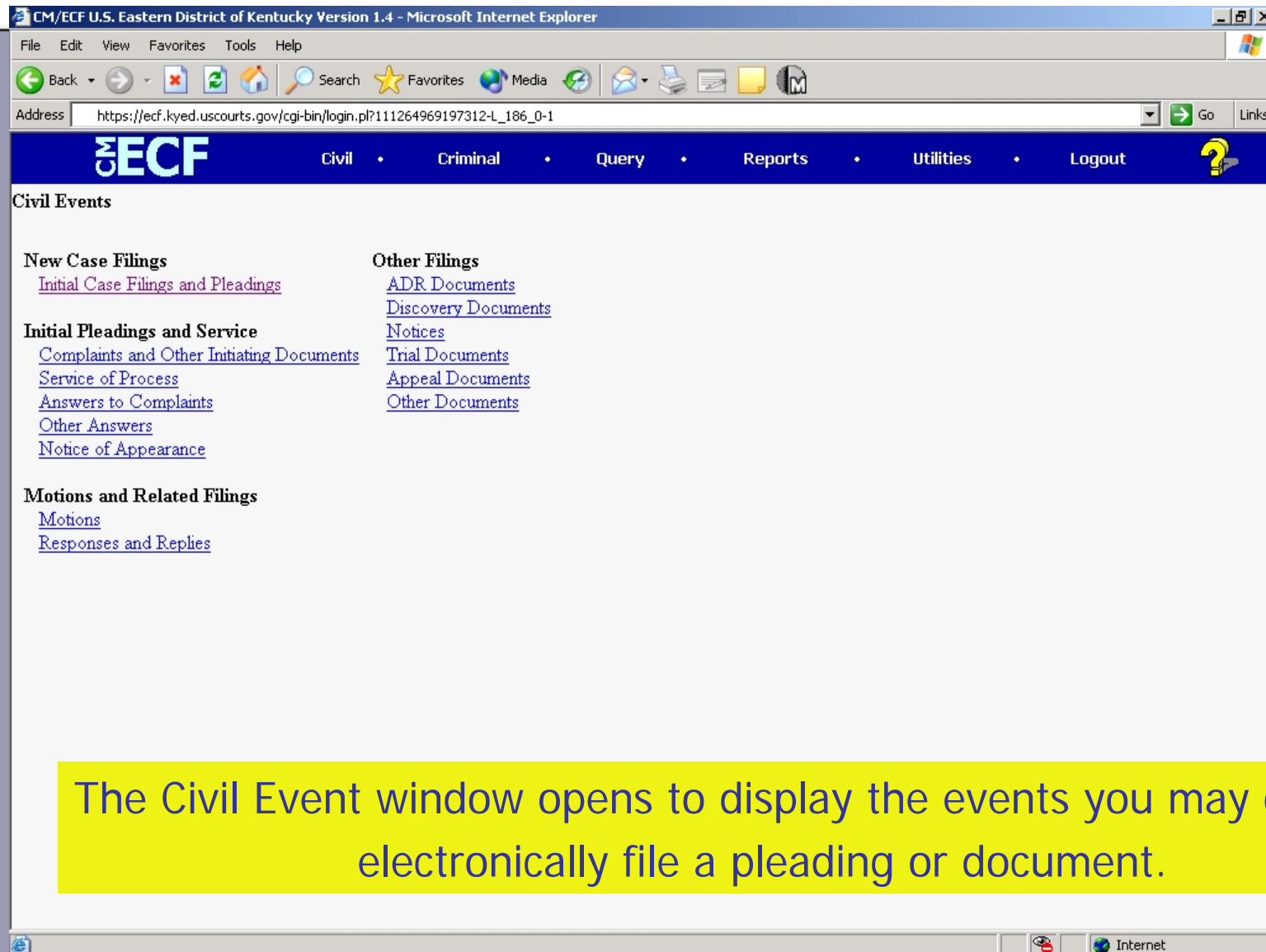
- Effective September 1, 2006, all cases, proceedings, motions, memoranda of law, and other pleadings or documents filed with our Court must be filed using ECF unless otherwise specified in the ECF Administrative Policies and Procedures.

- Effective September 1, 2006, a Filing User is required to file a civil or miscellaneous initial pleading electronically. Any fee required for filing a pleading or document (e.g., initiating documents, Notice of Appeal or Motion for *pro hac vice* admission in District Court is payable upon filing of the document.

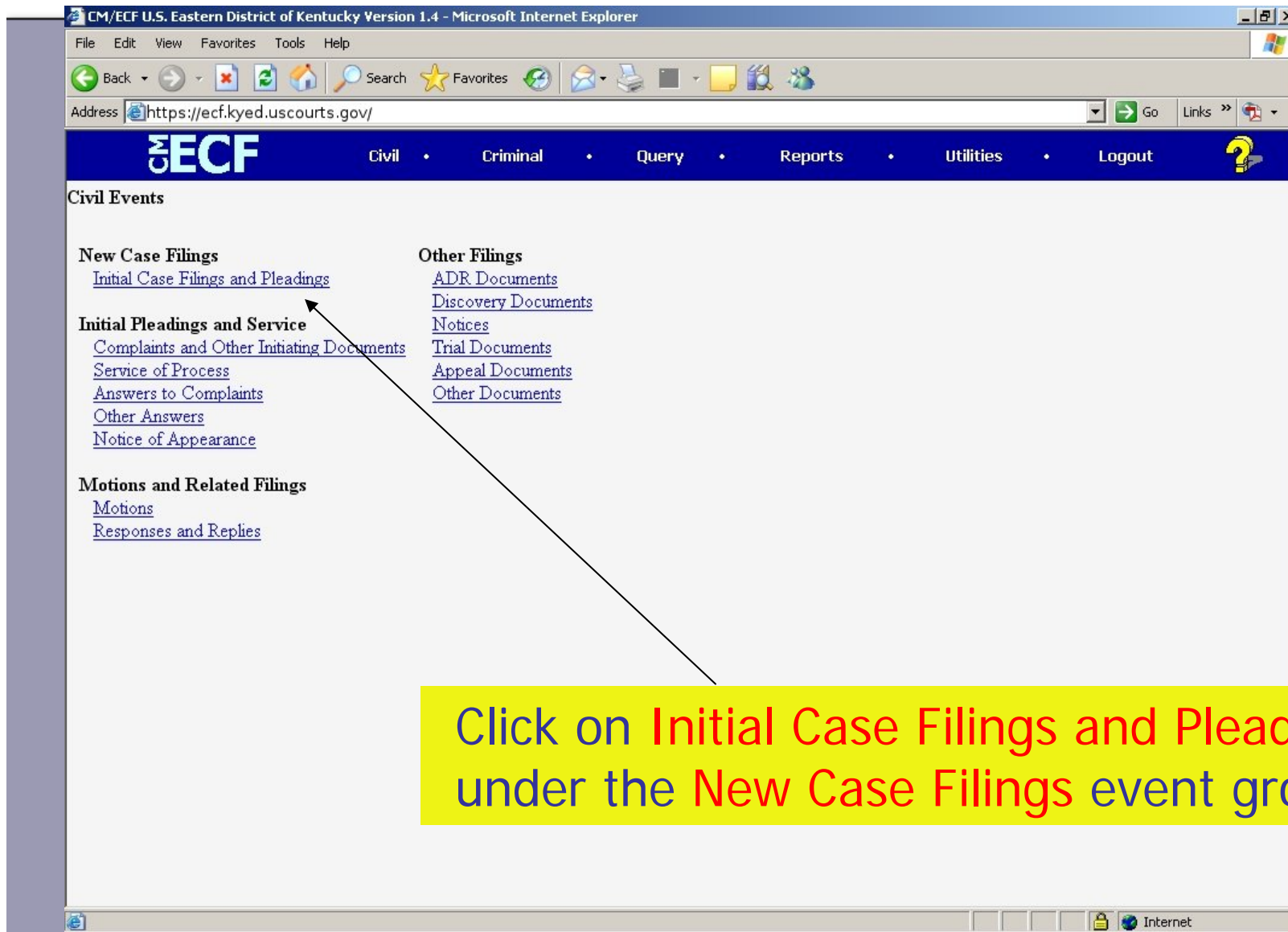
- All electronically filed documents which require a fee will automatically direct a credit card user through the Department of Treasury's Internet payment process.
- After successfully logging into ECF, follow these steps to file a civil or miscellaneous initial pleading (e.g., complaint.)

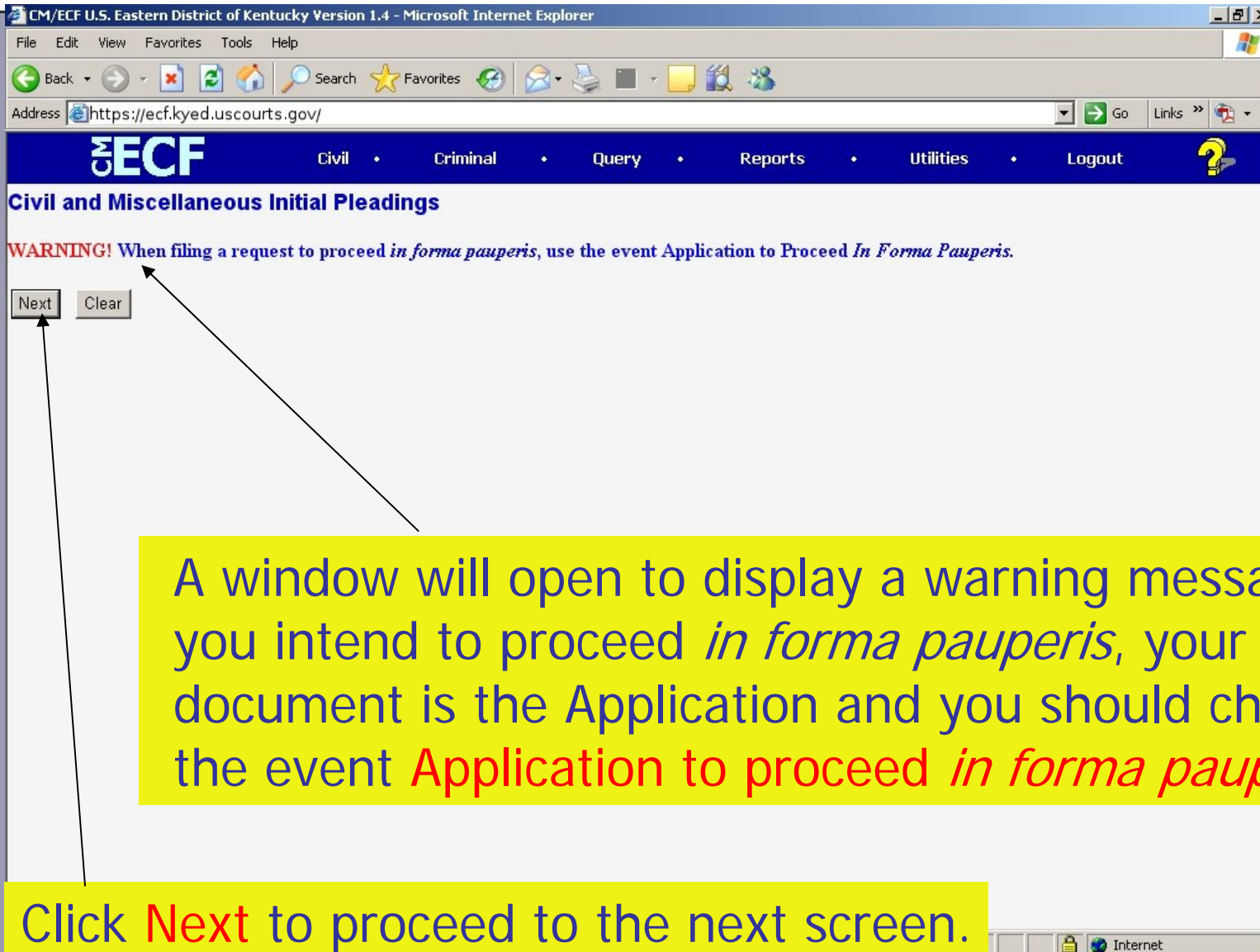


Select **Civil** from the blue menu bar at the top of the ECF screen.



The Civil Event window opens to display the events you may choose to electronically file a pleading or document.





Civil and Miscellaneous Initial Pleadings

WARNING! Enter your filing in Case Number 10-99999.

A message will display instructing you to file your initial pleading in the fictitious case number assigned to accept all initial pleadings.

Click **Next** to proceed to the next menu.

Civil and Miscellaneous Initial Pleadings

Start typing to find another event.

Available Events (click to select events)

- Application for Stay of Execution
- Application to Proceed In Forma Pauperis
- Certification of Judgment - Foreign Judgment
- Complaint**
- Motion - 350 Fee Required - New Case
- Motion to Vacate/Set Aside/Correct Sentence (2255) - Prisoner Cas
- Notice of Condemnation
- Notice of Removal
- Notice to Take Foreign Deposition
- Petition for Writ of Habeas Corpus
- Petition to Enforce
- Petition to Perpetuate Testimony pursuant to F.R.Civ.P. 27
- Receivership Documents

Selected Events (click to remove events)

Complaint

A drop down menu will appear with the initial pleading types listed. Select the correct event.

Click on the Next button.

Next

Clear

Civil and Miscellaneous Initial Pleadings

Civil Case Number

5:10-mc-99999

Next

Clear

Enter case number **10-99999**. This is a fictitious case number which will allow the clerk's office to receive an initial pleading electronically.

Click **Next** to proceed to the next screen.

Civil and Miscellaneous Initial Pleadings

[5:10-mc-99999 Plaintiff v. Defendant](#)

Your summons and any other document accompanying your complaint, i.e., Civil Cover Sheet, a Motion and Proposed Order, **MUST** be filed as an attachment to the main document.

A description must be entered for each attachment added. You may select a category, but it is not required.
Select the pdf document and any attachments.

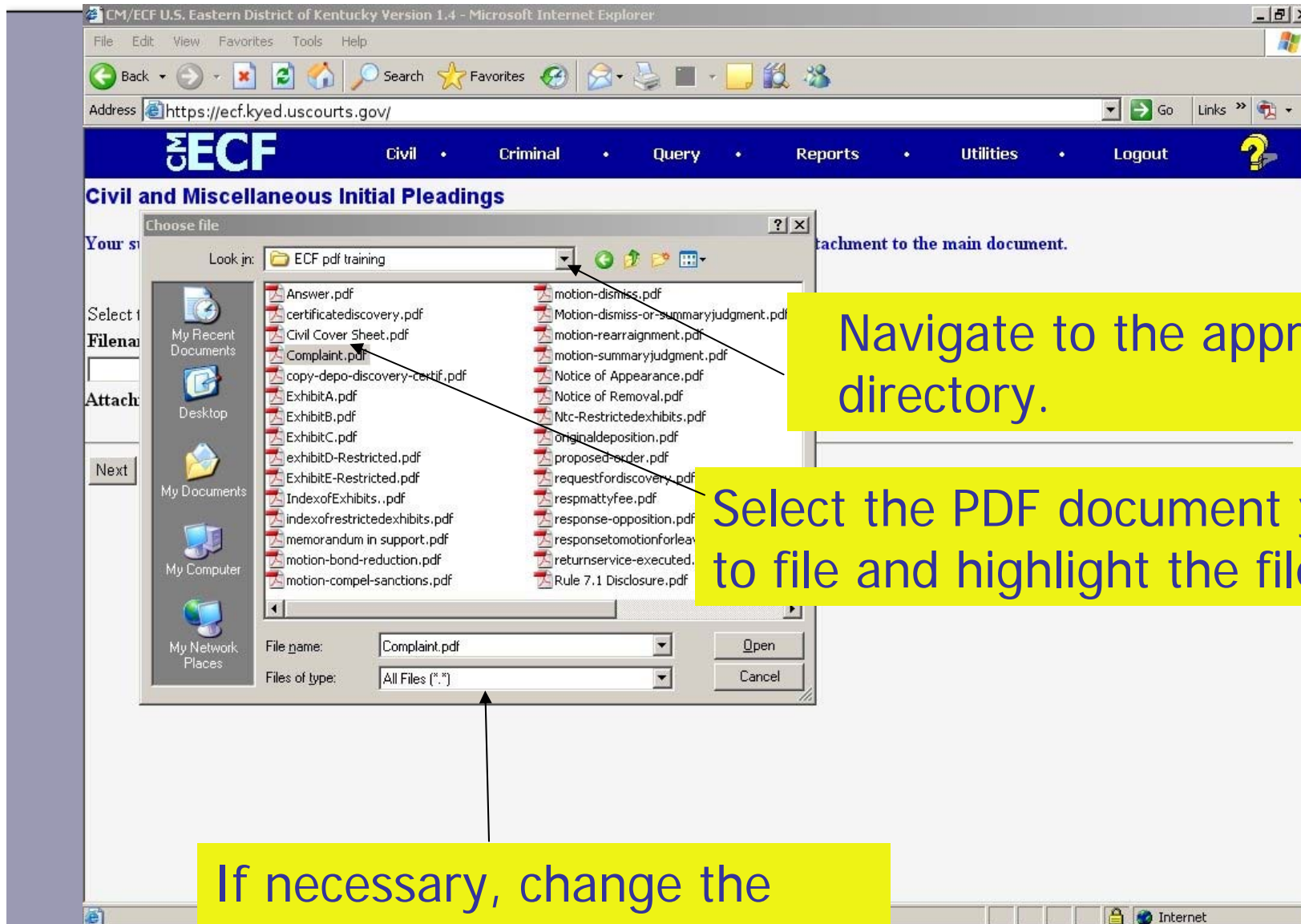
Main Document

Attachments

| | Category | Description |
|----|---|---|
| 1. | <input type="text"/> <input type="button" value="Browse..."/> | <input type="text"/> <input type="button" value="Browse..."/> |

Please note the message displayed at the top of the ECF screen.

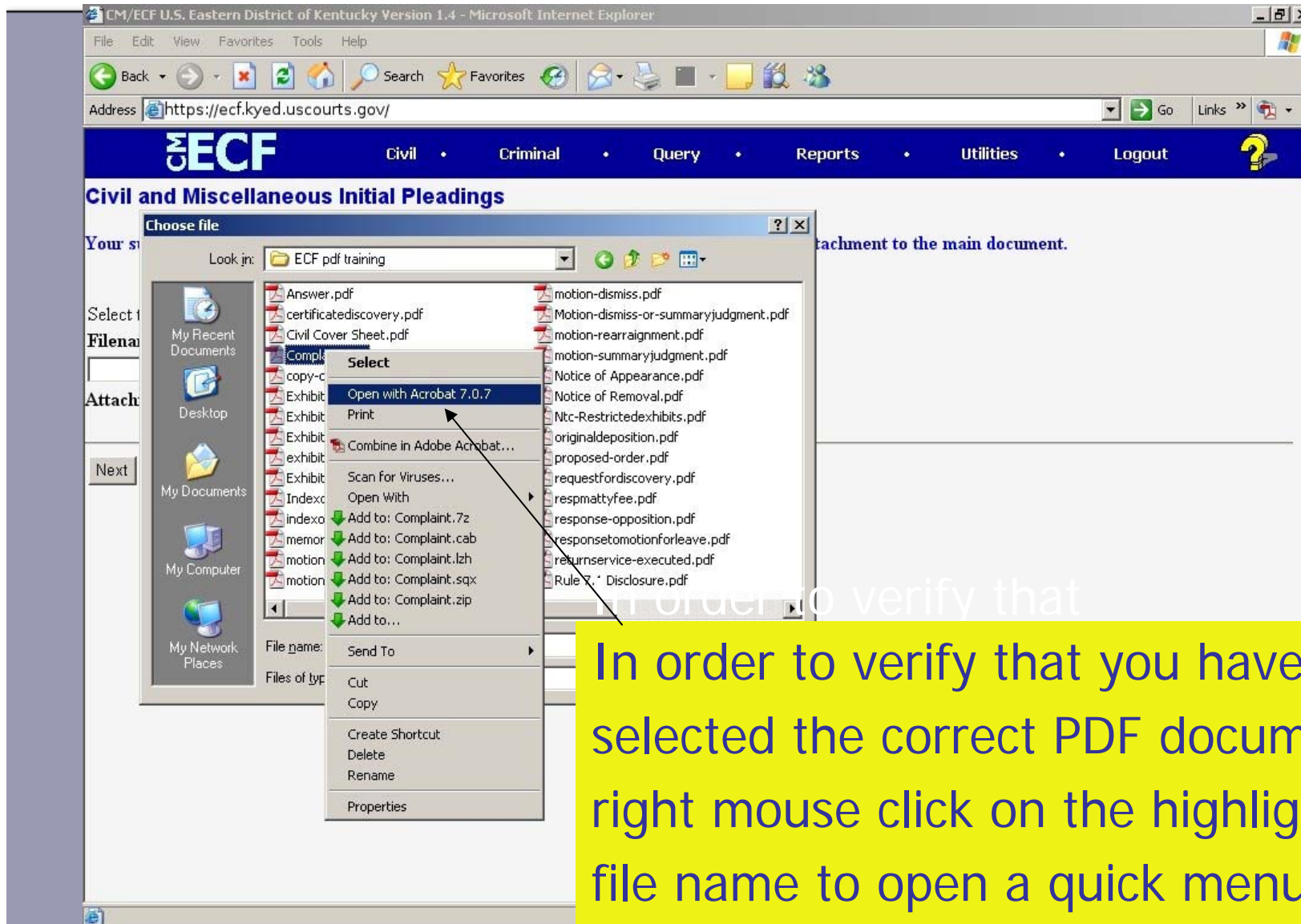
You are prompted on this screen to attach you initial pleading in PDF format as the main document.



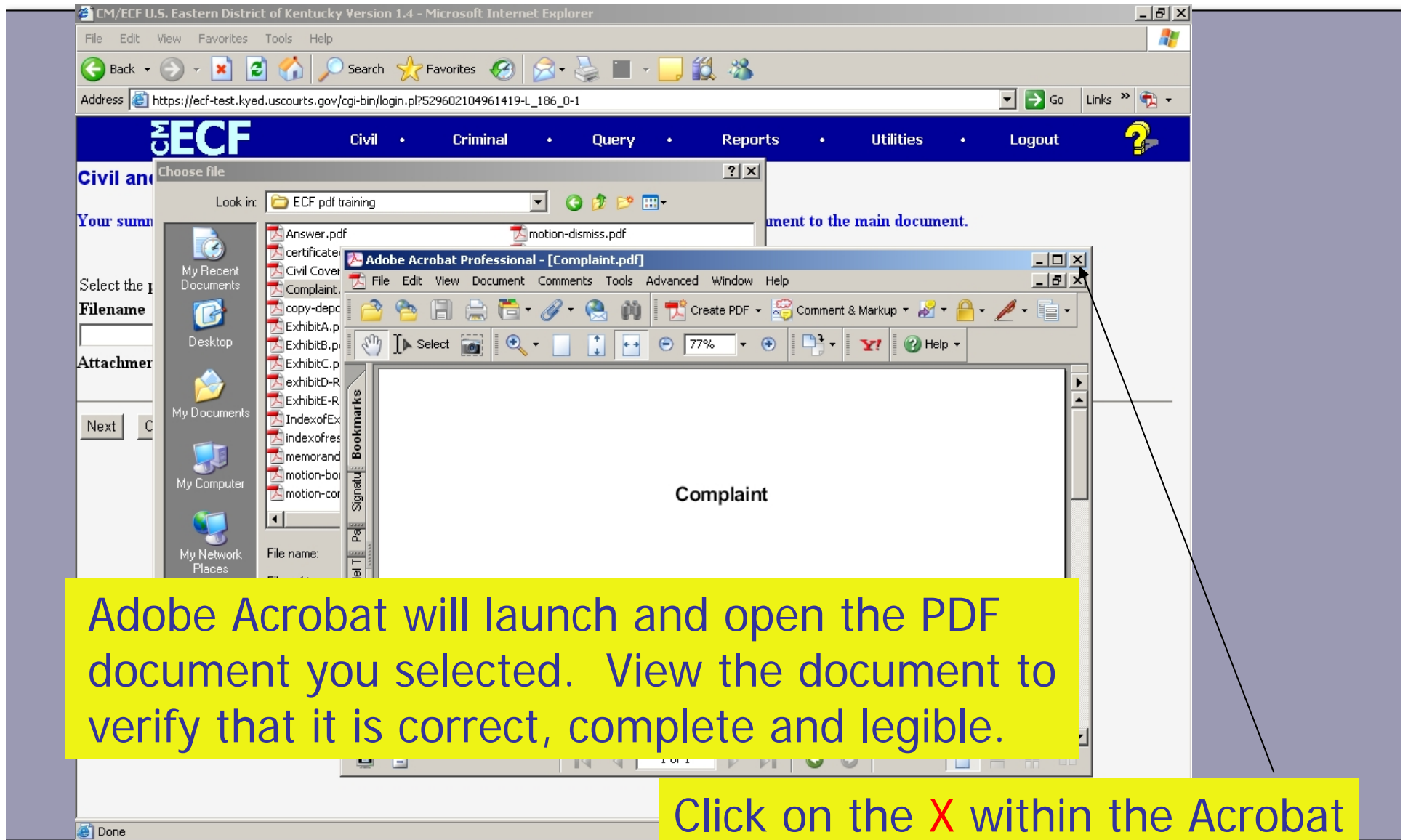
Navigate to the appropriate directory.

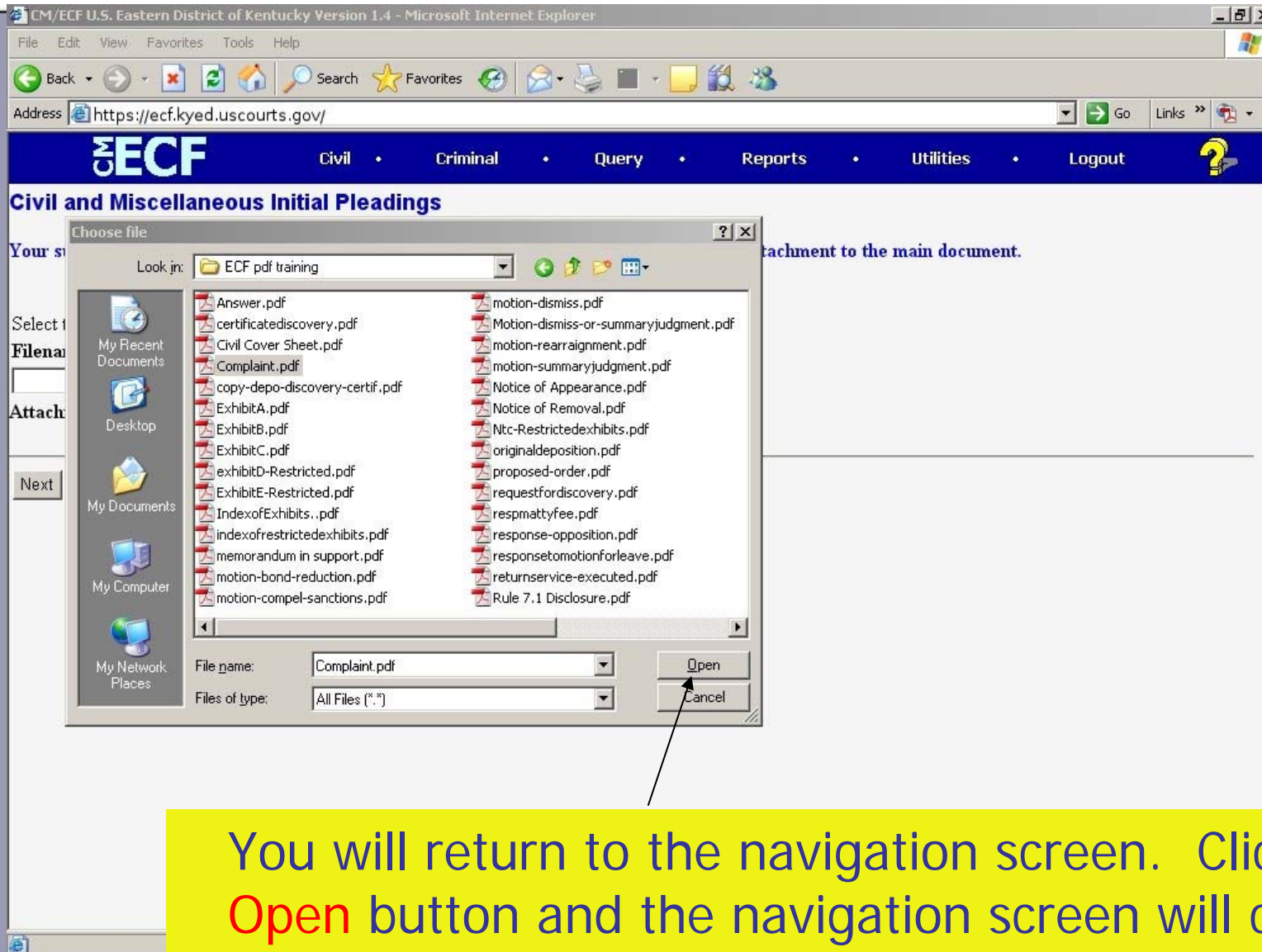
Select the PDF document you wish to file and highlight the file name.

If necessary, change the
Files of Type to All Files (*.*)



In order to verify that
In order to verify that you have
selected the correct PDF document,
right mouse click on the highlighted
file name to open a quick menu and
left mouse click on **Open with Acrobat.**





Civil and Miscellaneous Initial Pleadings

5:10-mc-99999 Plaintiff v. Defendant

Your summons and any other document accompanying your complaint, i.e., Civil Cover Sheet, a Motion and Proposed Order, **MUST** be filed as an attachment to the main document

A description must be entered for each attachment added. You may select a category, but it is not required.
Select the pdf document and any attachments.

Main Document

C:\ECF pdf training\Complaint.pdf

Browse...

The PDF filename is inserted to be uploaded to ECF.

Attachments

Category

Description

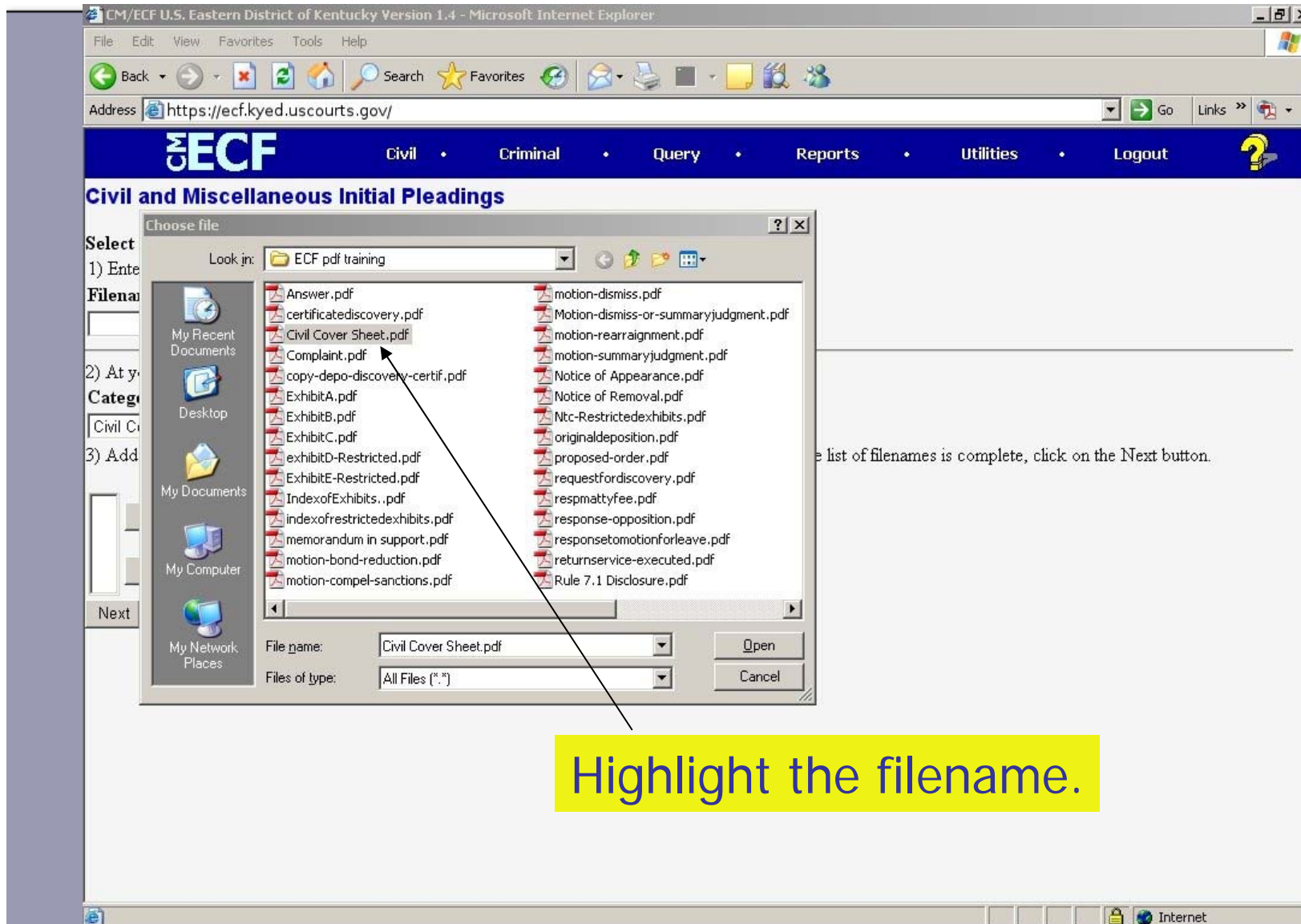
1.

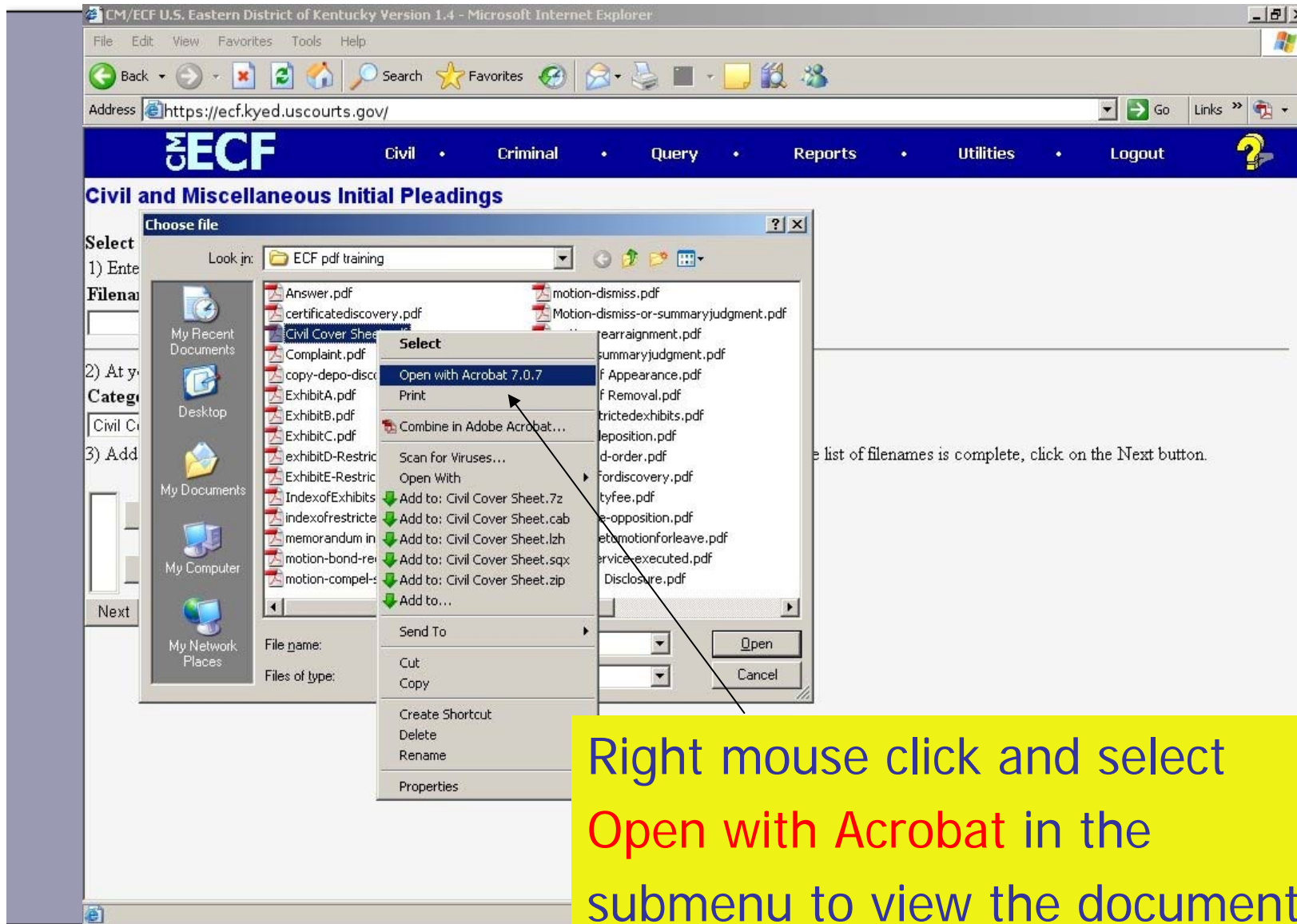
Browse...

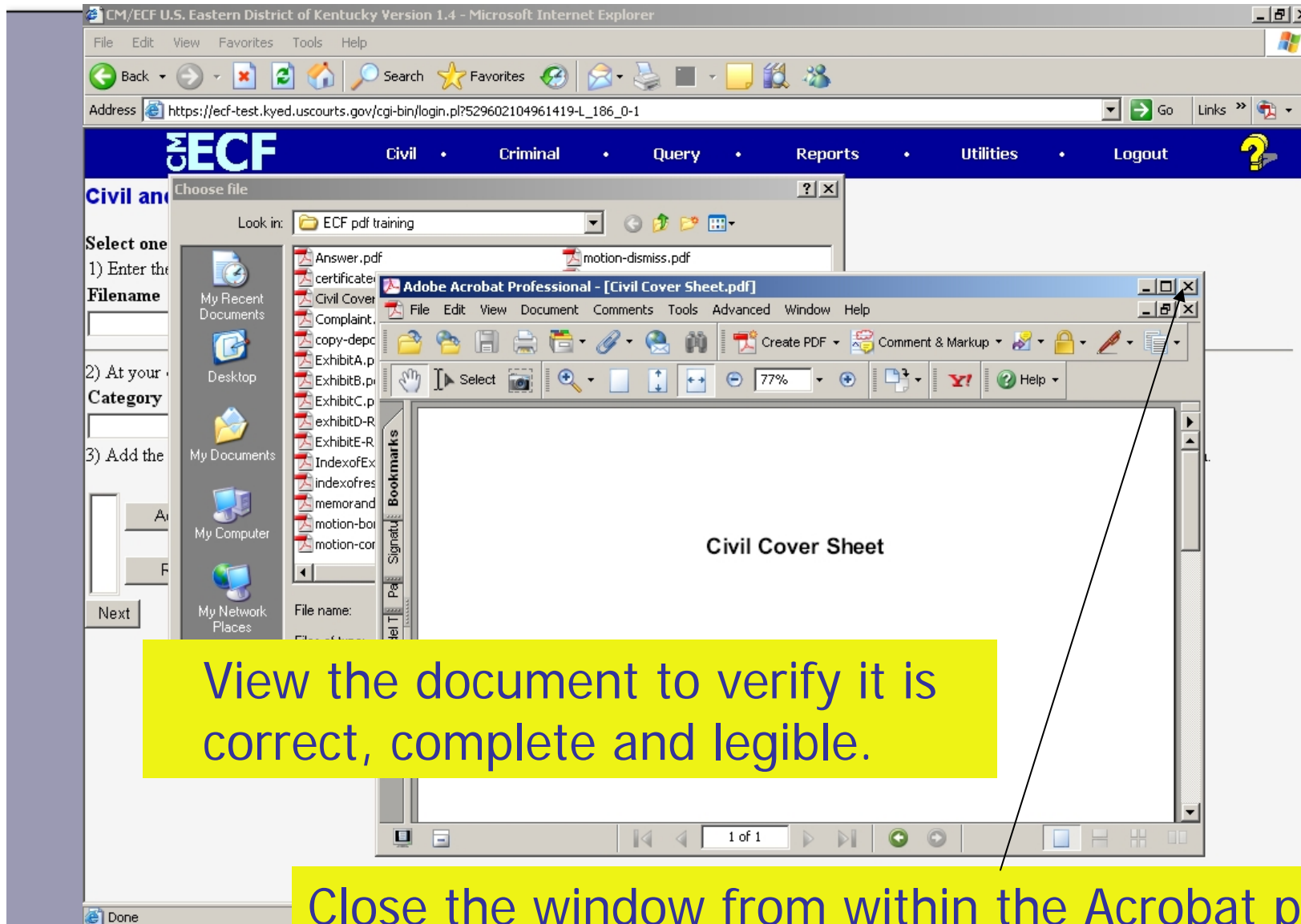
Next

Clear

Click on Browse to navigate to the appropriate directory and filename. The summons, civil cover sheet and any other document shall be an attachment to the main document.







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File Edit View Favorites Tools Help

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ECF Civil Criminal Query Reports Utilities Logout ?

Civil and Miscellaneous Initial Pleadings

Select

1) Enter

Filename

2) At y

3) Add

Next

Choose file

Look in: ECF pdf training

| | |
|--------------------------------|---------------------------------------|
| Answer.pdf | motion-dismiss.pdf |
| certificatediscovery.pdf | Motion-dismiss-or-summaryjudgment.pdf |
| Civil Cover Sheet.pdf | motion-reararaignment.pdf |
| Complaint.pdf | motion-summaryjudgment.pdf |
| copy-depo-discovery-certif.pdf | Notice of Appearance.pdf |
| ExhibitA.pdf | Notice of Removal.pdf |
| ExhibitB.pdf | Ntc-Restrictedexhibits.pdf |
| ExhibitC.pdf | originaldeposition.pdf |
| exhibitD-Restricted.pdf | proposed-order.pdf |
| ExhibitE-Restricted.pdf | requestfordiscovery.pdf |
| IndexofExhibits..pdf | respattyfee.pdf |
| indexofrestrictedexhibits.pdf | response-opposition.pdf |
| memorandum in support.pdf | responsetomotionforleave.pdf |
| motion-bond-reduction.pdf | returnservice-executed.pdf |
| motion-compel-sanctions.pdf | Rule 7.1 Disclosure.pdf |

File name: Civil Cover Sheet.pdf

Files of type: All Files (*.*)

Open Cancel

e list of filenames is complete, click on the Next button.

Click the **Open** button.

Internet

Civil and Miscellaneous Initial Pleadings

5:10-mc-99999 Plaintiff v. Defendant

Your summons and any other document accompanying your complaint, i.e., Civil Cover Sheet, a Motion and Proposed Order, **MUST** be filed as an attachment to the main document.

A description must be entered for each attachment added. You may select a category, but it is not required.
Select the pdf document and any attachments.

Main Document

G:\SHARON\EDKY Attorney Training\ECF Browse...

Select a document category and/or enter a description to identify your attachment.

| Attachments | Category | Description |
|---|---|-------------|
| 1. G:\ECF pdf\Civil Cover Sheet.pdf Browse... | Civil Cover Sheet | Remove |
| 2. Browse... | Affidavit Appendix Case Assignment Civil Cover Sheet Errata Exhibit Index of Restricted Exhibits Memorandum in Support Proposed Order Receipt | |

Next Clear

Repeat the sequence for each attachment until all documents are attached, including, but not limited to, your summons, exhibits and Corporate Disclosures.

Civil and Miscellaneous Initial PleadingsFirst Plaintiff

Type the name of the first plaintiff your civil action.

First Defendant

Type the name of the first defendant in your civil action.

Civil and Miscellaneous Initial Pleadings

Pursuant to LR 3.2, please select the Jury Division to which this case should be assigned:

- ☐ Ashland
- ☐ Covington
- ☐ Frankfort
- ☐ Lexington
- ☐ London
- ☐ Pikeville

Select the jury division for proper jurisdiction and case assignment pursuant to Joint Local Rule 3.2.

Civil and Miscellaneous Initial Pleadings

Select the Divisional Office for Pickup:

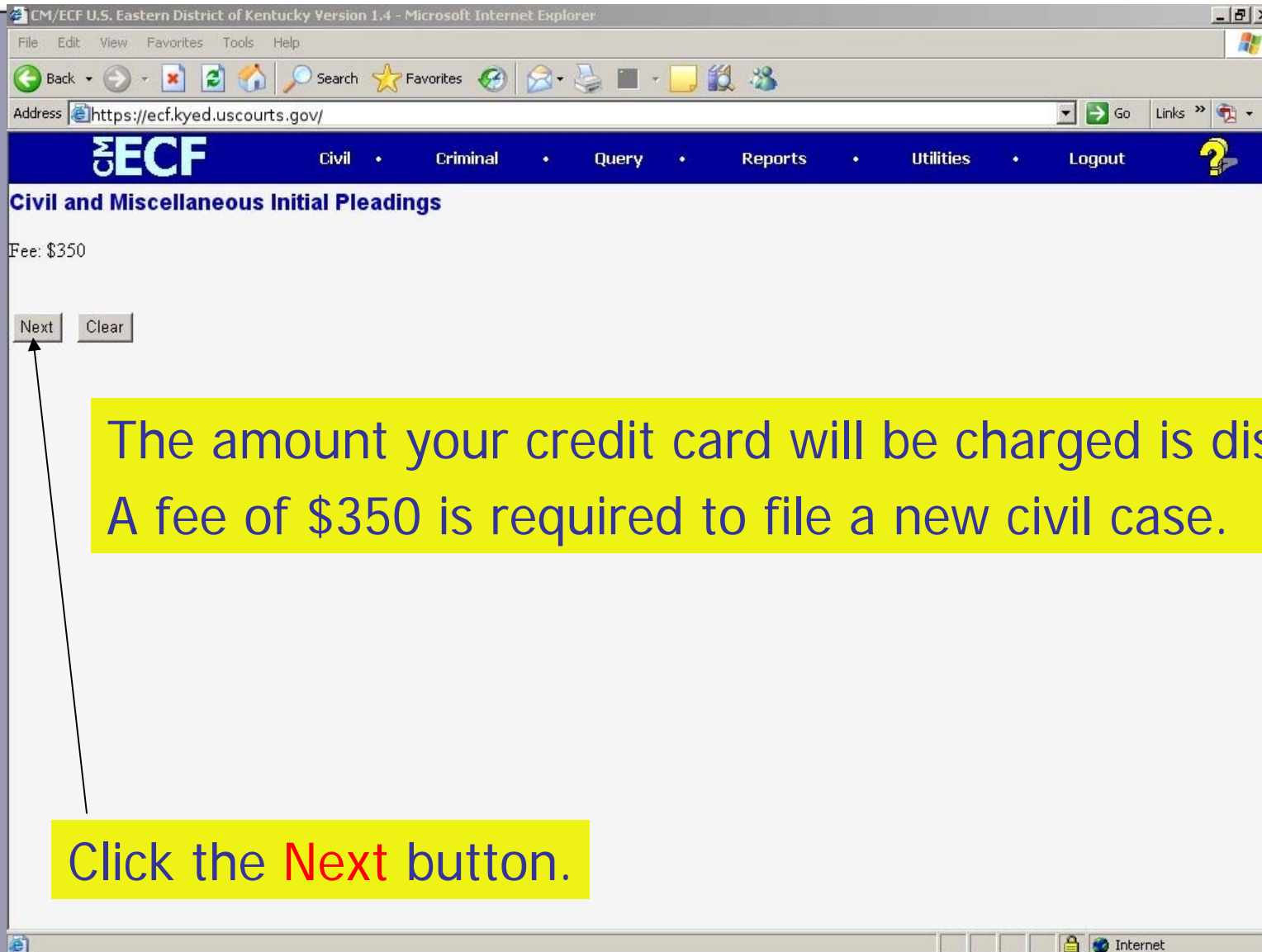
- ☐ Pick up from Ashland Clerk
- ☐ Pick up from Covington Clerk
- ☐ Pick up from Frankfort Clerk
- ☐ Pick up from Lexington Clerk
- ☐ Pick up from London Clerk
- ☐ Pick up from Pikeville Clerk
- ☐ Request Clerk to return process via U.S. Mail

Next

Clear

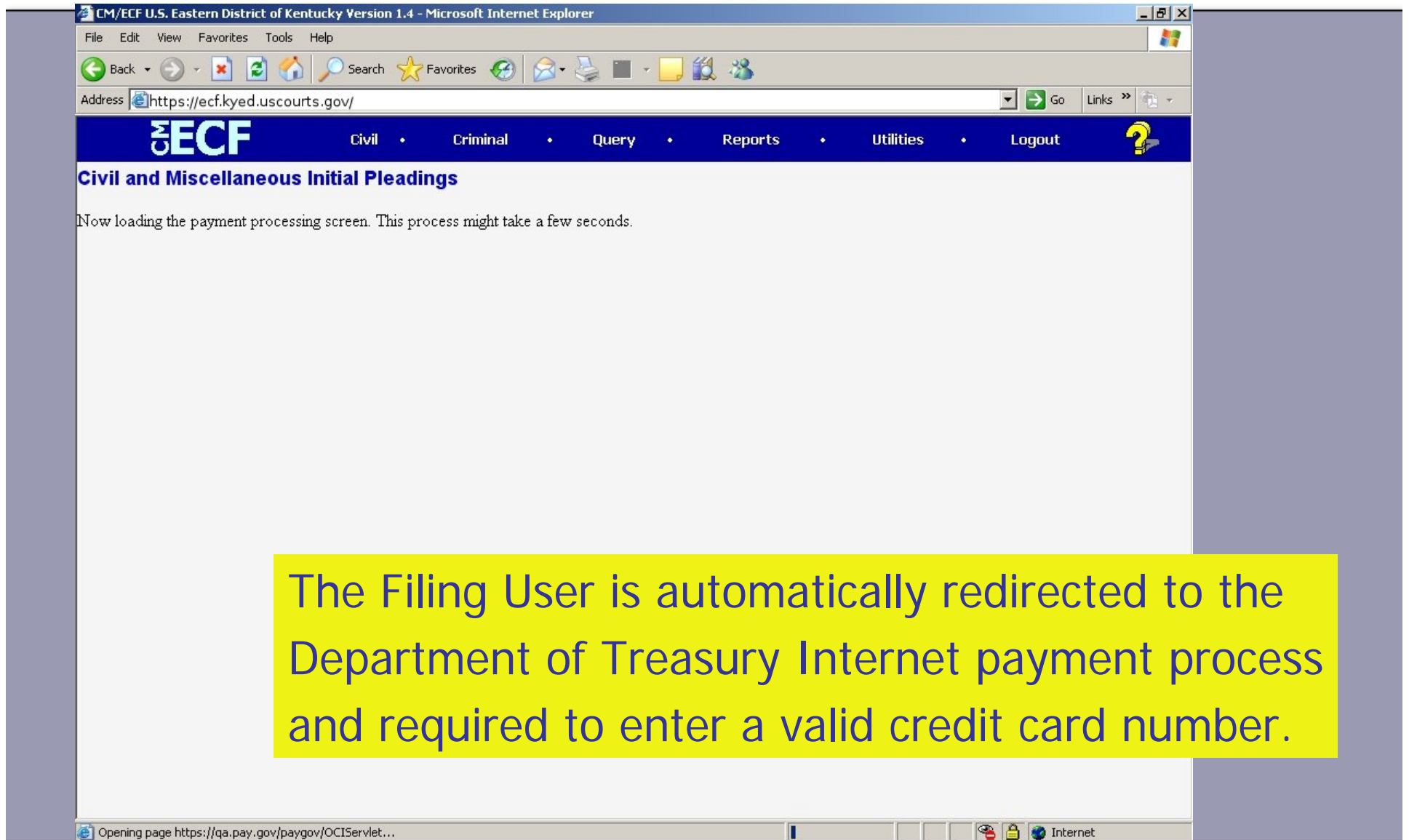
Select the appropriate instruction regarding the return of process issued by the Clerk's office.

To present a summons to the clerk for signature and seal, a properly prepared summons must be an electronic attachment to the Complaint.



The amount your credit card will be charged is displayed.
A fee of \$350 is required to file a new civil case.

Click the **Next** button.



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Online Payment [Return to your originating application](#)

Step 1: Enter Payment Information 1 | 2

Pay Via Plastic Card (PC) (ex: American Express, Diners Club, Discover, Mastercard, VISA)

Required fields are indicated with a red asterisk *

Account Holder Name: attorney *

Payment Amount: \$350.00

Billing Address: *






Billing Address 2:

City:

State / Province: ▾

Zip / Postal Code:

Country: United States ▾

Card Type: ▾ *     

Card Number: * (Card number value should not contain spaces)

Expiration Date: ▾ * / ▾ *

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

1) Required fields are indicated with a red asterisk (*). The name on the credit card and the billing address for the credit card holder must be entered in the appropriate fields.

DO NOT use your Browser's back button.

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ECF Civil • Criminal • Query • Reports • Utilities • Logout ?

Online Payment [Return to your originating application](#)

Step 1: Enter Payment Information 1 | 2

Pay Via Plastic Card (PC) (ex: American Express, Diners Club, Discover, Mastercard, VISA)

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: \$350.00

Billing Address: *


Billing Address 2:

City:

State / Province:

Zip / Postal Code:

Country: *

Card Type: * 

Card Number: * (Card number value should not contain space)

Expiration Date: * / *

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

2) Choose the type of credit card from the card type drop down menu.

3) Enter the credit card number. This field should not contain any dashes or spaces.

4) Enter the expiration date of the credit card.

5) Click on **Continue with Plastic Card Payment**.

DO NOT use your browser's back button.

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Online Payment [Return to your originating application](#)

Step 2: Authorize Payment 1 | 2

Payment Summary [Edit this information](#)

| Address Information | Account Information | Payment Information |
|--|--|---|
| Account Holder Name: Bellows & Bellows Billing Address: 222 Main Street Billing Address 2: City: Lexington State / Province: KY Zip / Postal Code: 40507 Country: USA | Card Type: Master Card Card Number: *****4444 Expiration Date: 3 / 2007 | Payment Amount: \$350.00 Transaction Date 04/19/2006 10:34 and Time: EDT |

Email Confirmation Receipt

To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

Email Address:

Confirm Email Address:

Authorization and Disclosure

Required fields are indicated with a red asterisk *

I authorize a charge to my card account for the above amount in accordance with my card issuer agreement. ☐ *

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

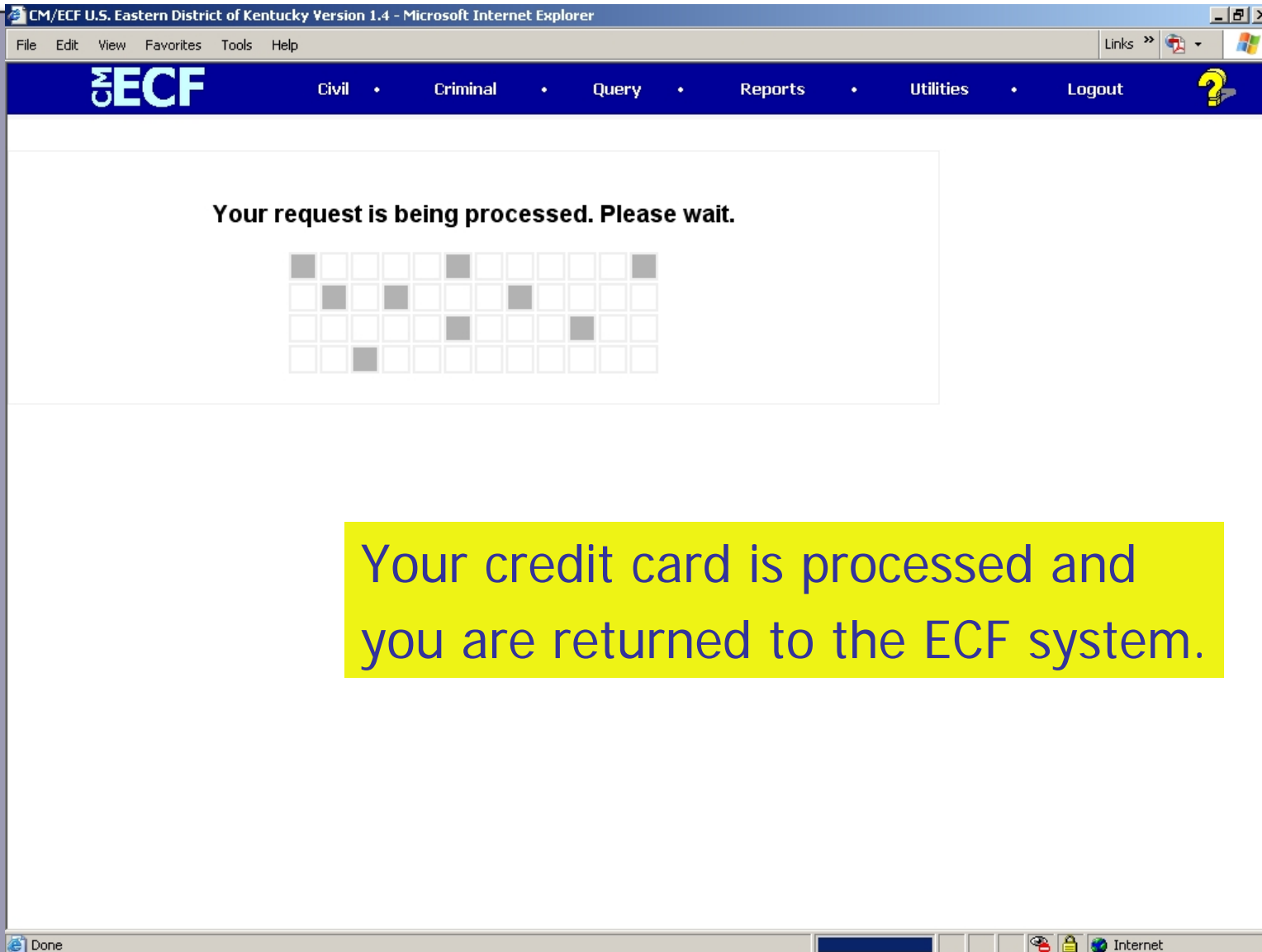
Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

1) Review the payment screen to ensure the correct information has been entered.

2) You may have a confirmation sent to your e-mail address; however, this is not a required field.

3) To authorize the charge, you must click in the box next to the red asterisk to place a check mark in the box.

4) Click ONE (1) time on the submit payment button. Clicking more than once could result in multiple credit card transactions.





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Back Forward Stop Home Search Favorites Media Mail Print Address Bar

Address https://ecf.kyed.uscourts.gov/cgi-bin/login.pl?346729211427643-L_186_0-1 Go Links

ECF Civil • Criminal • Query • Reports • Utilities • Logout ?

Civil and Miscellaneous Initial Pleadings

Docket Text: Modify as Appropriate.

| | |
|--------------|---|
| COMPLAINT | . Smith, Inc. |
| Endorsed | DIVISIONAL OFFICE: Lexington; PROCESS to be returned via Lexington. (Filing fee \$350; receipt . (Attachments: # (1) Civil Cover Sheet # (2) Exhibit A - Affidavit of John Smith# (3) Summons) |
| Final | |
| INITIAL | |
| Interim | |
| Joint | |
| Monthly | |
| Oral | |
| Quarterly | |
| Supplemental | |
| Third Party | |
| Verified | |

Information entered on this screen will determine the text that will appear on the docket report. Click on the drop down menu to choose a modifier from the list.

Click in the text box to type a description of the document that will appear on the docket report.

CM/ECF U.S. Eastern District of Kentucky Version 1.4 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Mail Print Mailbox

Address https://ecf.kyed.uscourts.gov/cgi-bin/login.pl?111264969197312-L_186_0-1 Go Links

ECF Civil • Criminal • Query • Reports • Utilities • Logout ?

Civil and Miscellaneous Initial Pleadings

Docket Text: Modify as Appropriate.

Verified ☐ COMPLAINT . Smith, Inc.
vs Bill Wesson; DIVISIONAL OFFICE: Lexington; PROCESS to be returned via Lexington. (Filing fee \$350; receipt number 167735) . (Attachments: # (1) Civil Cover Sheet # (2) Exhibit A - Affidavit of John Smith# (3) Summons) (attorney,)

Next Clear

The receipt number is noted in the docket text.

Click on the **Next** button.

Internet

Using the **Back** button may produce a message
“Warning: Page has Expired” and the transaction is effectively aborted.

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites Media Print Mail

Address https://ecf.kyed.uscourts.gov/cgi-bin/login.pl?346729211427643-L_186_0-1 Go Links

ECF Civil • Criminal • Query • Reports • Utilities • Logout ?

Civil and Miscellaneous Initial Pleadings

Docket Text: Final Text

Verified COMPLAINT . Smith, Inc. vs Bill Wesson; DIVISIONAL OFFICE: Lexington; PROCESS to be returned via Lexington. (Filing fee \$350; receipt number 167733). (Attachments: # (1) Civil Cover Sheet # (2) Exhibit A - Affidavit of John Smith# (3) Summons)(attorney,)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Next Clear

Click on **Next** to file your Complaint.

A new screen appears with the complete text for the docket report. At any time prior to this step, you can abort the ECF filing by clicking on any feature on the Blue ECF menu *to abort* the current transaction. Aborting the transaction after your credit card information has been authorized will debit your credit card in the amount of the fee. A Request for Fee Refund may be required to remove the charge from your credit card.

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Address https://ecf.kyed.uscourts.gov/cgi-bin/login.pl?111264969197312-L_186_0-1 Go Links

ECF Civil • Criminal • Query • Reports • Utilities • Logout ?

Civil and Miscellaneous Initial Pleadings

U.S. District Court
Eastern District of Kentucky

Notice of Electronic Filing

The following transaction was received from attorney, entered on 4/24/2006 at 2:22 PM CDT and filed on 4/24/2006

Case Name: Plaintiff v. Defendant
Case Number: [5:06-mc-99999](#)
Filer:
Document Number: [110](#)

Docket Text:
Verified COMPLAINT . Smith, Inc. vs Bill Wesson; DIVISIONAL OFFICE: Lexington; PROCESS to be returned via Lexington. (Filing fee \$350; receipt number 167735). (Attachments: # (1) Civil Cover Sheet # (2) Exhibit A - Affidavit of John Smith# (3) Summons)(attorney,)

The following document(s) are associated with this transaction:

Document description:Main Document
Original filename:n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1033394914 [Date=4/24/2006] [FileNumber=99233-0]
[0e6cf8cfdd7cc24f8aa0966c2ed56ccc2ee9adb757951ecb8e39b500f01750c0fadc6
e4d580aca41d93e8b301d8b0df6621d8f633bf3733dfe80e159cdb9664f]]
Document description:Civil Cover Sheet
Original filename:n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1033394914 [Date=4/24/2006] [FileNumber=99233-1]
[09075938208da4544ddf4b80bed4ea4d1adb27a6b2ed19d9bd5280090dfcae29d4242

ECF returns the NEF (Notice of Electronic Filing) as your receipt and proof of filing the Complaint. You should print or save the NEF. This is your confirmation that ECF has registered your transaction and the document will be processed as an official court record. It displays the date and time of your transaction.

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Address https://ecf.kyed.uscourts.gov/cgi-bin/login.pl?346729211427643-L_186_0-1 Go Links

ECF Civil • Criminal • Query • Reports • Utilities • Logout ?

The following transaction was received from attorney, entered on 4/24/2006 at 1:49 PM CDT and filed on 4/24/2006

Case Name: Plaintiff v. Defendant
Case Number: [5:06-mc-99999](#)
Filer:
Document Number: [109](#)

Docket Text:
Verified COMPLAINT . Smith, Inc. vs Bill Wesson; DIVISIONAL OFFICE: Lexington; PROCESS to be returned via Lexington. (Filing fee \$350; receipt number 167733). (Attachments: # (1) Civil Cover Sheet # (2) Exhibit A - Affidavit of John Smith# (3) Summons)(attorney,)

The following document(s) are associated with this transaction:

Document description:Main Document
Original filename:n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1033394914 [Date=4/24/2006] [FileNumber=99230-0]
[2bb1dde6d3f398674dc2ac0df1ae8986426674b585bc14e886a4fe36c759d710f50ea
a06dd7542b18f2251545f99522f7285809ae3f9bbc77ef18927b4b17d66]]

Document description:Civil Cover Sheet
Original filename:n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1033394914 [Date=4/24/2006] [FileNumber=99230-1]
[379a4f19aa43062f16e1700e765913d04585662bd65d18862143de020e06607f84538
2684f096f818dd0243e55851ba6a5bade6058d0b10e8f1e24200b758a5b]]

Document description:Exhibit A - Affidavit of John Smith
Original filename:n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1033394914 [Date=4/24/2006] [FileNumber=99230-2]
[2c7c753a18306d660644fe0d3be6597d97ccf20e131f81e6aa5f0a8a35b209dbdb32f
24b7b8b6f13ac2b57d95e535683a6383f80feea5fc7d6f277af8373faf2]]

Document description:Summons

Internet

The Clerk's office receives your initial pleading and it is assigned a civil action number and judge, and opened in the CM/ECF system by the Clerk's office.

- When the case is opened in CM/ECF, the Filing User will receive an NEF indicating the case number and judge assigned to the new case, along with other pertinent information.
- Upon receipt of the NEF, all new filings in the case shall be entered using the new civil action number.

- The Notice of Electronic Filing will be delivered to the e-mail addresses based on the information listed in the Filing User's ECF account.
- The "From" field in the e-mail will be cm_ecf@kyed.uscourts.gov. Please verify the ECF e-mail address will be accepted by your e-mail service provider.

United States District Court for the
Eastern District of Kentucky

ECF Help Desk
1-866-485-6349

or
859-514-2252

The End
www.kyed.uscourts.gov

